

Example for the Recovery Act of a Completed
PERSONNEL ACTIVITY REPORT or TIME AND EFFORT REPORT

Organization Name:	<u>Music for All, Inc.</u>		
Employee's Name:	<u>Mr. Joe Smith, Executive Director</u>	Week Ending:	<u>11/27/09</u>
<u>ACTIVITY:</u>	<u>Distribution of Time:</u>		
Arts Endowment:			
1. Grant or DCA #:	<u>08-3100-7999</u>		<u>10</u> %
2. Grant or DCA #:	<u>09-3188-7888 RECOVERY ACT</u>		<u>25</u> %
3. Grant or DCA #:	<u></u>		<u> </u> %
SUBTOTAL:			<u>35%</u>
Non-Arts Endowment Projects:			
1. Project name:	<u>Songs for Seniors</u>		<u>10</u> %
2. Project name:	<u>School Residencies</u>		<u>35</u> %
3. Project name:	<u></u>		<u> </u> %
SUBTOTAL:			<u>45%</u>
Other:			
Administrative:	<u>board meeting, budget management, staff supervision</u>		<u>15</u> %
Fundraising*:	<u></u>		<u>5</u> %
Leave: Sick	<u></u>		<u> </u> %
Vacation	<u></u>		<u> </u> %
Other (specify)	<u></u>		<u> </u> %
SUBTOTAL:			<u>20%</u>
TOTAL Time and Effort (must equal 100%):			<u>100 %</u>
Employee's Signature:	<u>Joe Smith</u>	Date:	<u>12/1/09</u>
Supervisor's Signature:	<u>Ms. Jane Caleb</u>	Date:	<u>12/2/09</u>

In preparing personnel activity reports, please note the following:

- The reports must be based on an after-the-fact determination of the employee's actual activities. For example, the distribution of time might be determined based on notes from personal calendars and/or reasonable estimates of time spent on various activities.
- All of the employee's compensated time must be accounted for in these reports. This would include time spent on activities in addition to the Arts Endowment-supported project(s), as well as leave (sick/vacation/holiday), administrative duties, fundraising*, etc. NOTE: For nonprofessional employees, you must also maintain records indicating the total number of hours worked each day in conformance with the Fair Labor Standards Act (29 CFR Part 516).
- Reports must coincide with one or more pay periods and be used to reconcile salary and fringe benefit costs to appropriate accounts on a regular (at least monthly) basis
- These reports must be signed.

*Federal funds, including **Recovery Act** funds, **cannot** be used for fundraising.